



Content Management

For Intranet



Course Overview

- ↓ **Introduction**
- ↓ **Content Management Basics**
- ↓ **The Content Management Process**
- ↓ **Using Interwoven TeamSite**
- ↓ **Review & Conclusion**



Introduction

 **Welcome to the course**

 **Introductions**

 **Course objectives**

 **Course structure**

- Explanation of concepts
- Demonstrations



Content Management Basics

Review of Content Management Basics

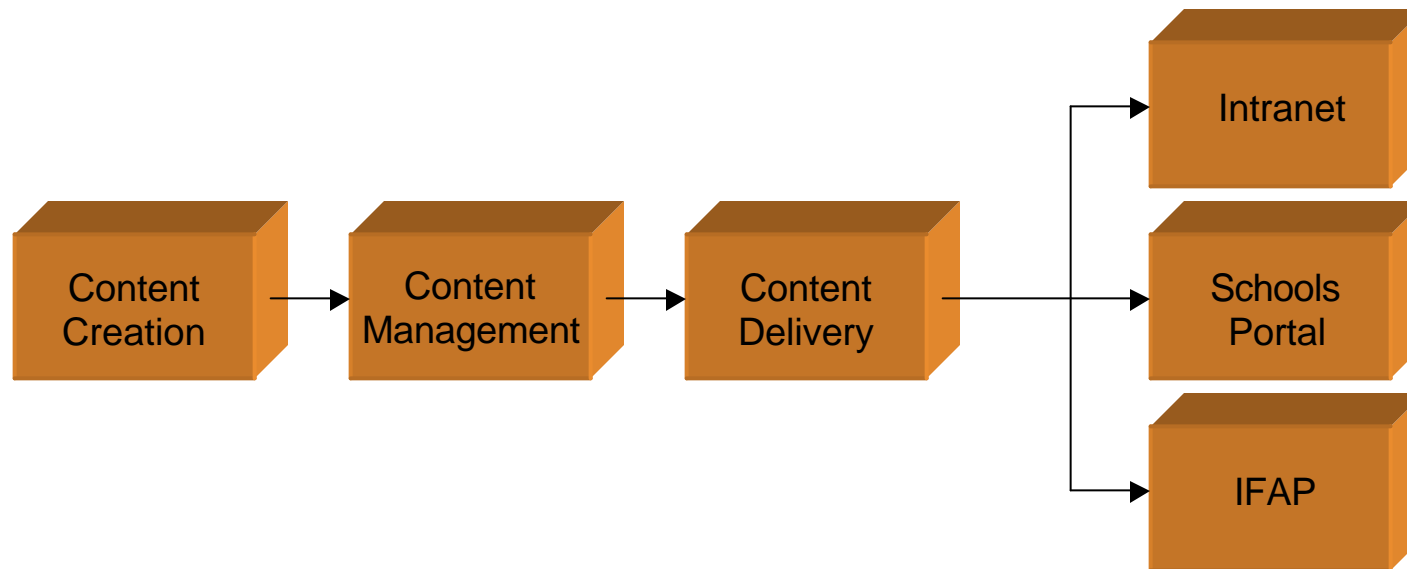
- Content management process
- Content management workflow
- TeamSite structure
- TeamSite roles



Content Management Basics

Process

Basic content management process:

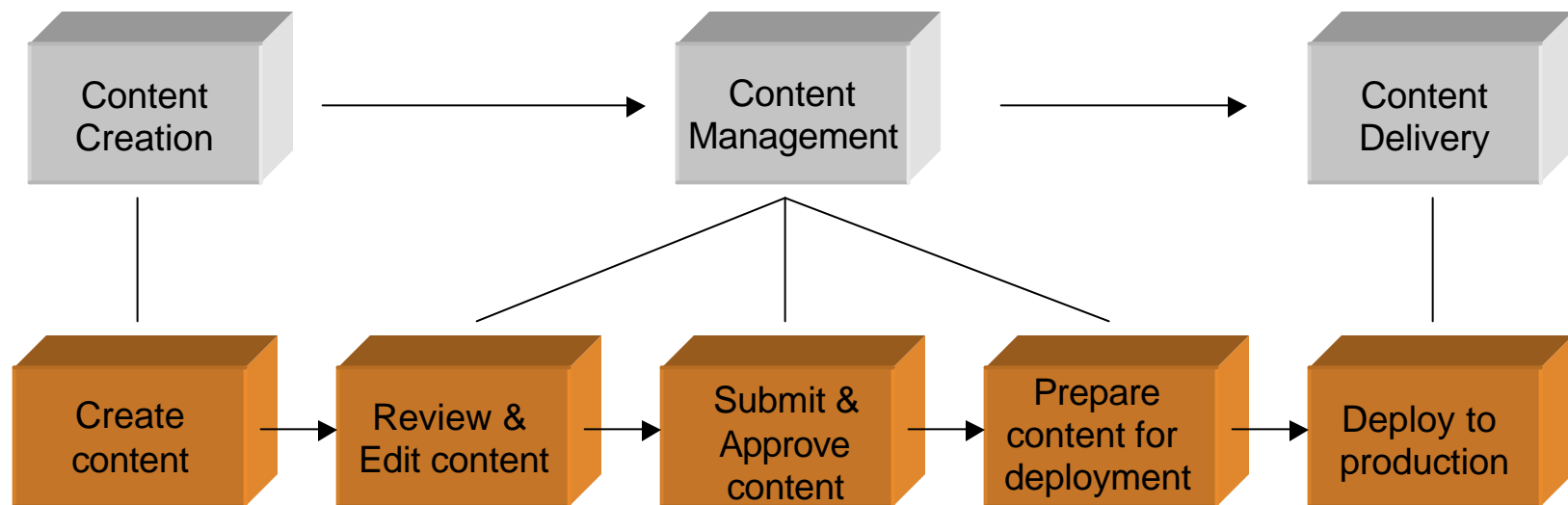




Content Management Basics

Workflow

Basic workflow:





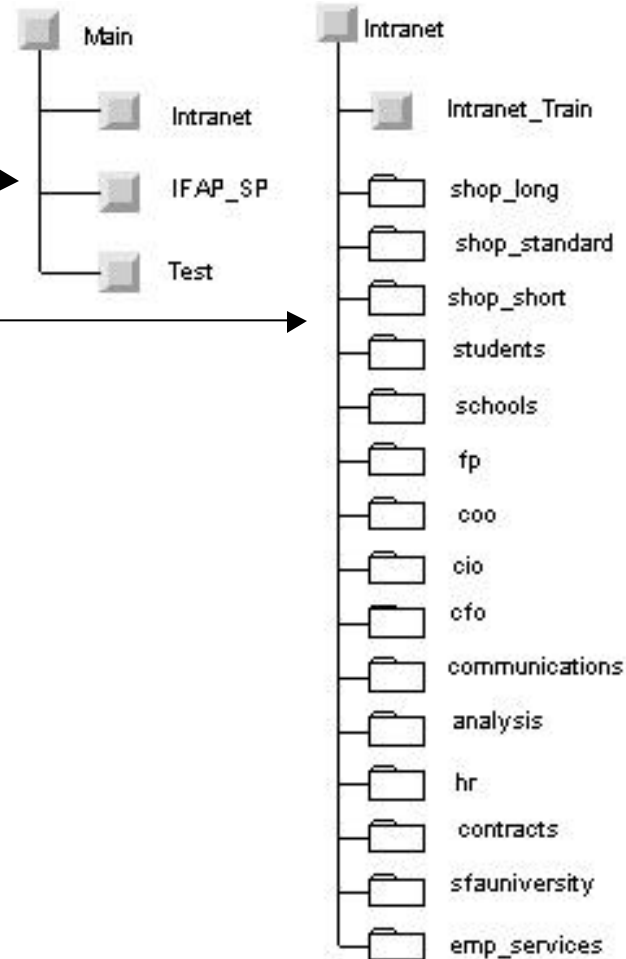
Content Management Basics

Structure

- Main Branch

- Sub-branch

- Work Area



TeamSite's structure includes the following:

- Branch
- Sub-branch
- Work Area
- Staging Area
- Editions



Content Management Basics

Roles

TeamSite has four major roles:

- Author
- Editor
- Administrator
- Master



The Content Management Process



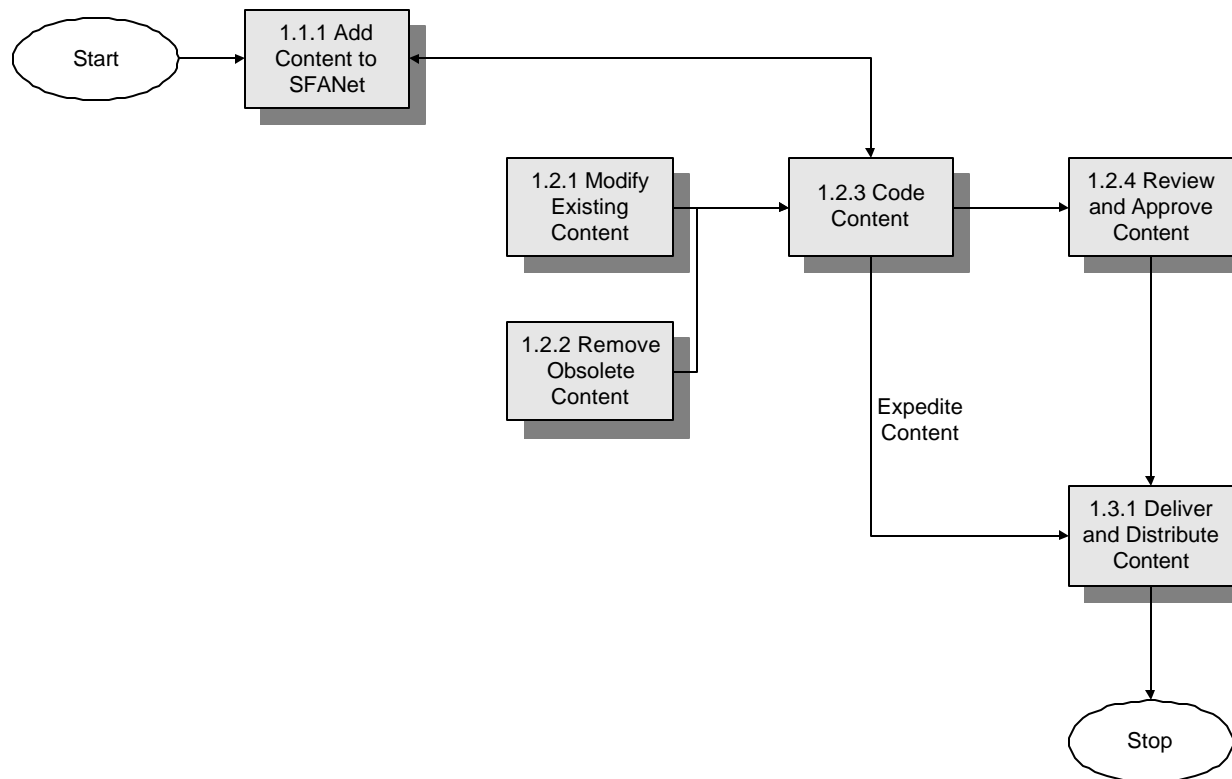
The Content Management Process

- Content creation
- Content management
- Content delivery
- Within TeamSite



The Content Management Process

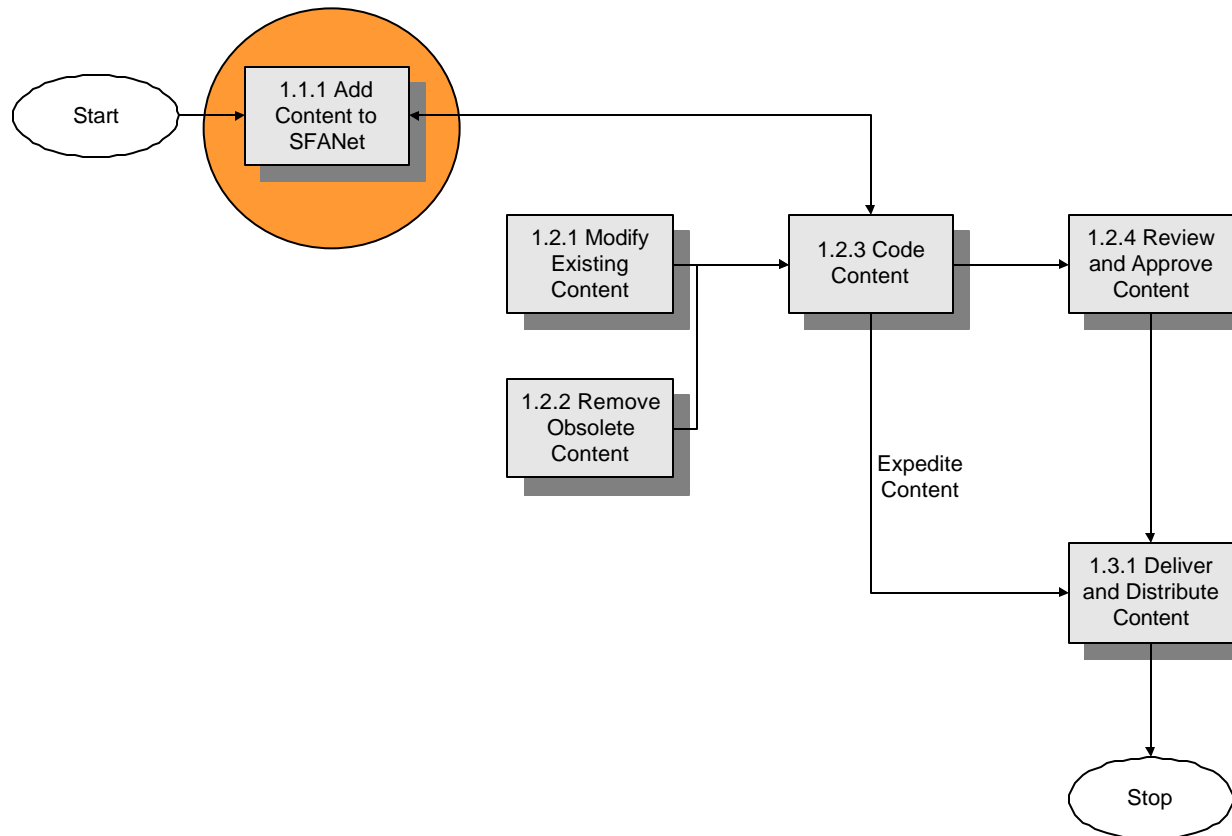
The process below shows how an idea for content gets published to SFANet:





The Content Management Process

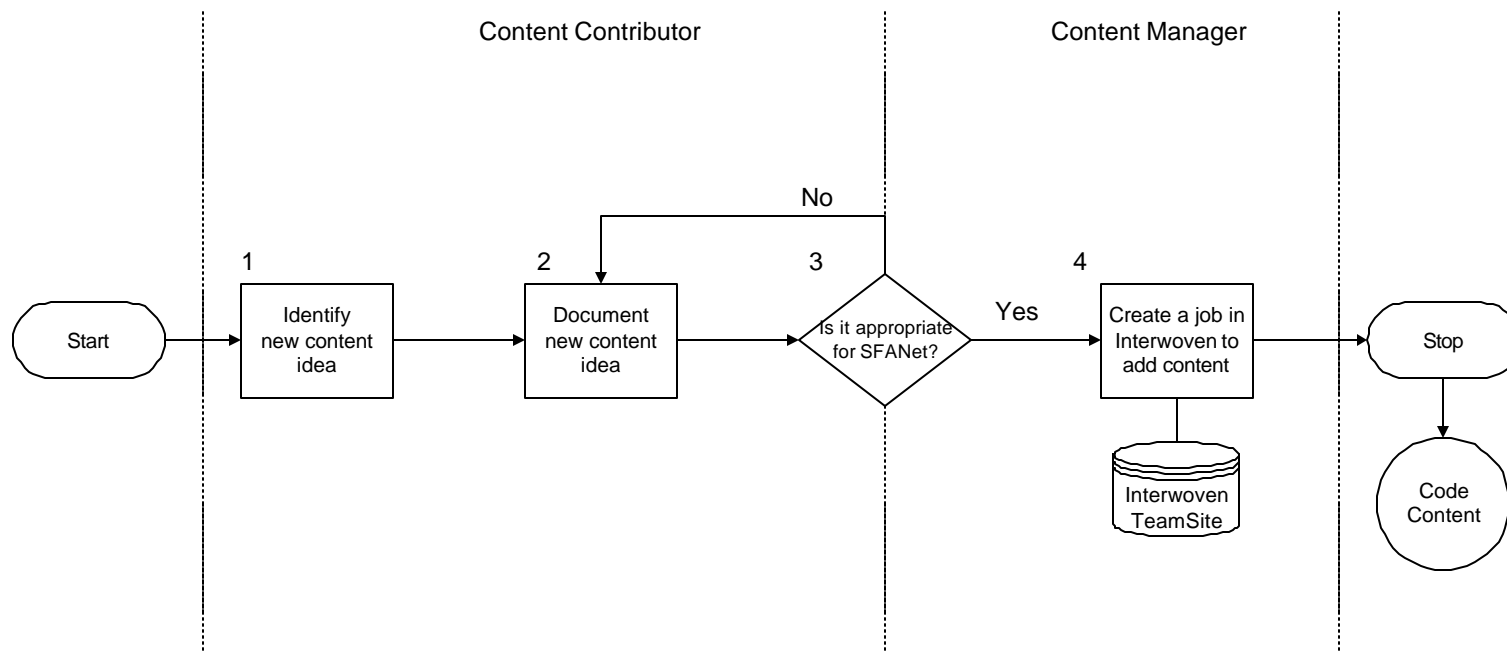
The process begins with the content contributors and content managers:





The Content Management Process

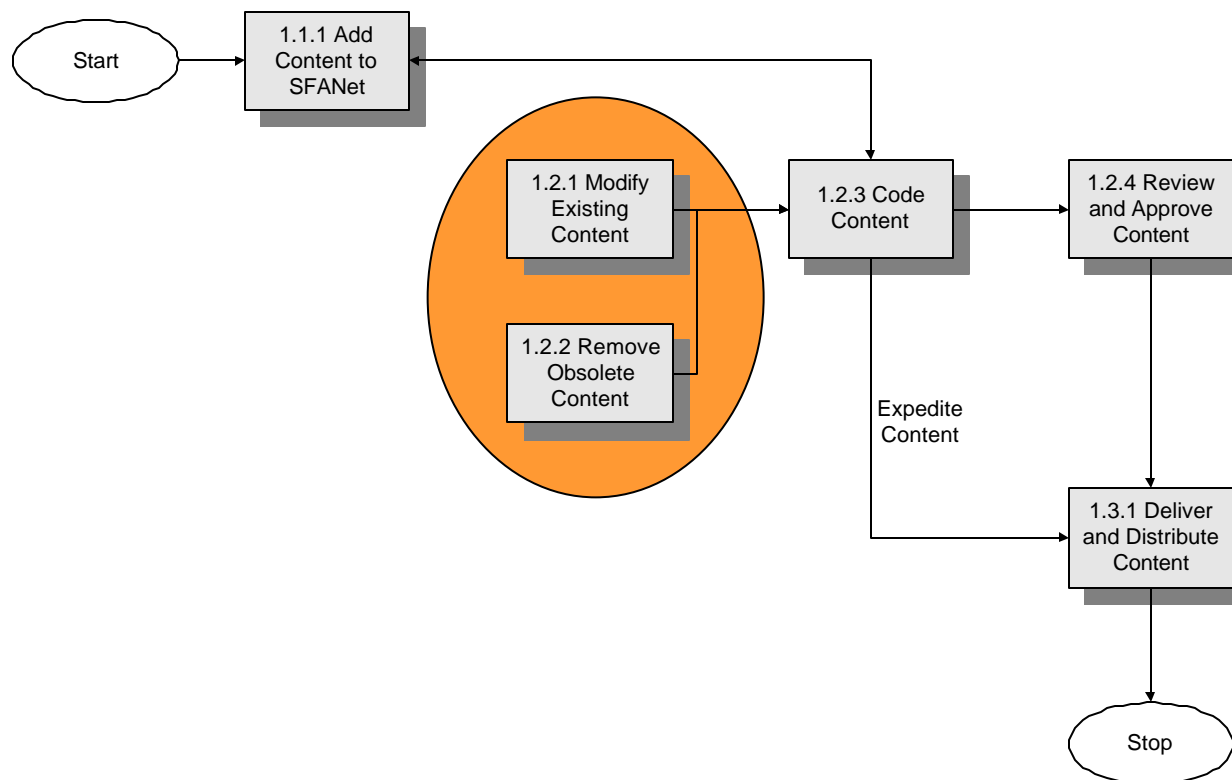
The content contributors and content managers follow this process:





The Content Management Process

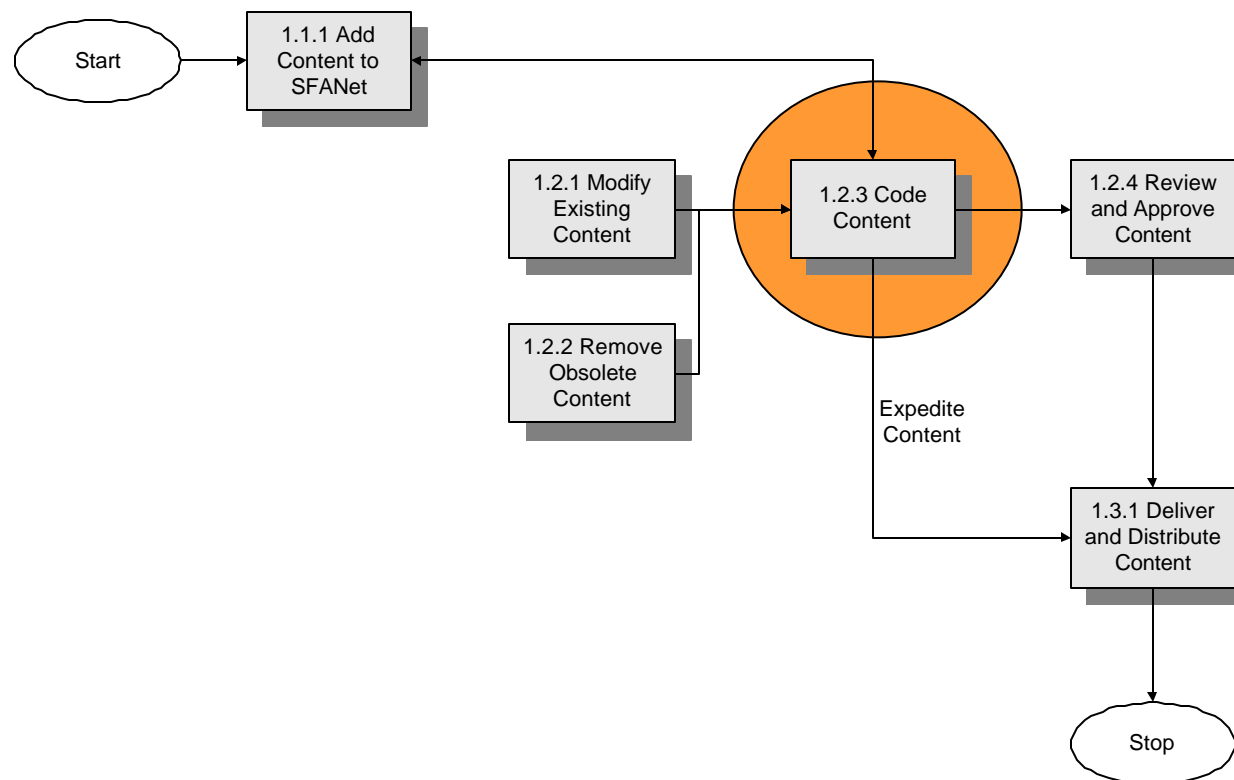
Content contributors and content managers monitor their content on SFANet, determining when content needs to be modified or removed.





The Content Management Process

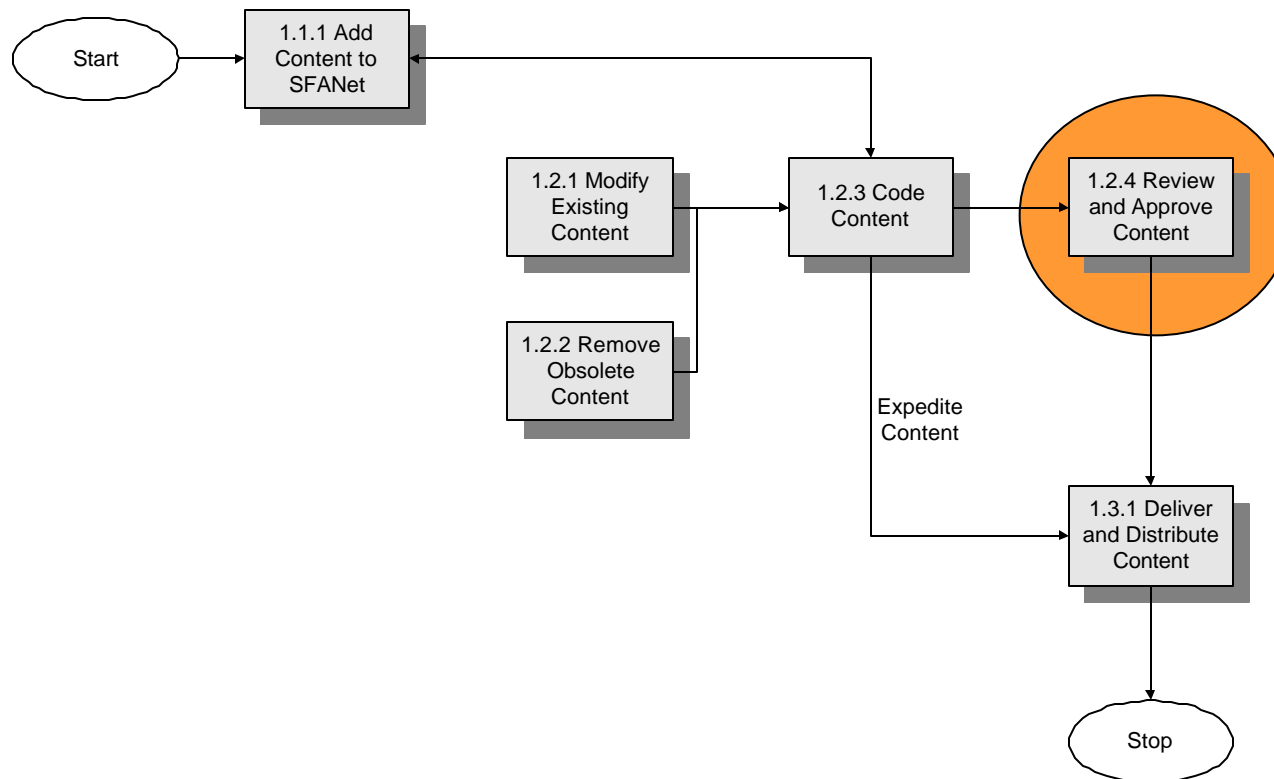
Based on the input of content contributors and content managers, content programmers code content for the website.





The Content Management Process

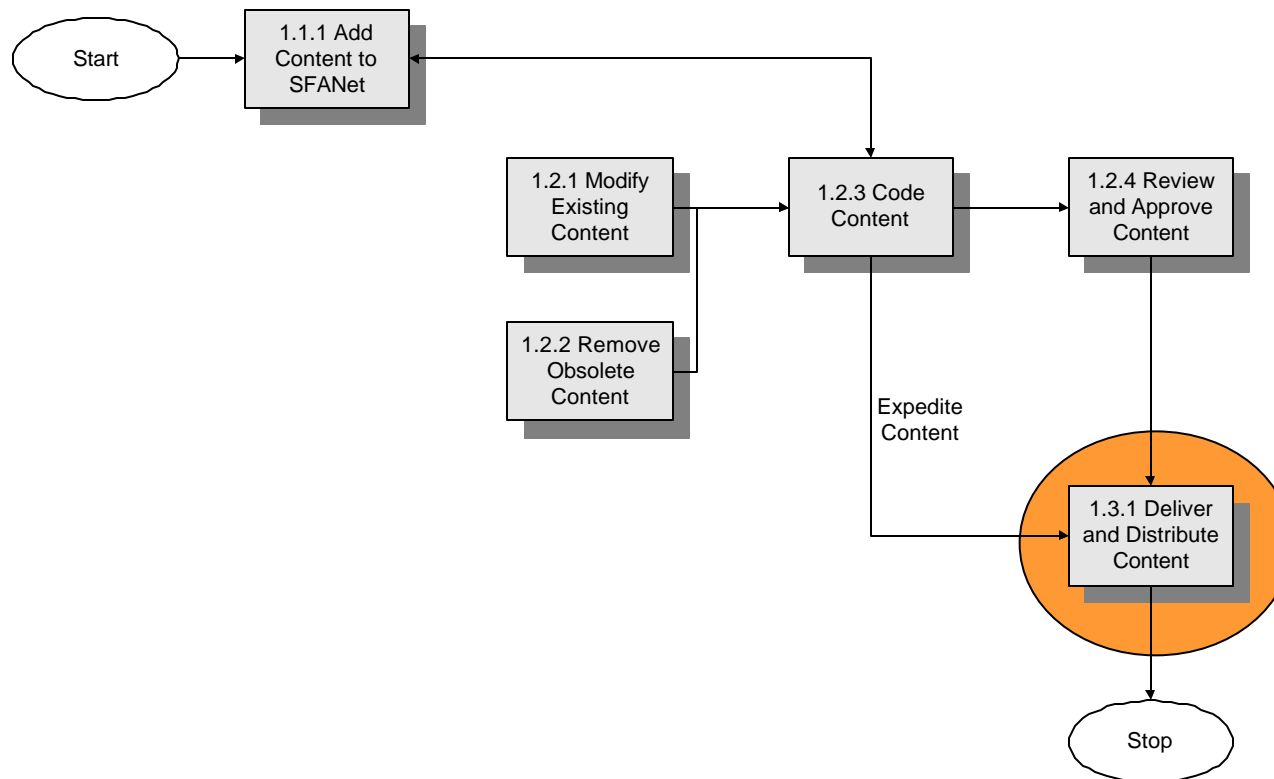
Applications Management Content Manager reviews and approves material:





The Content Management Process

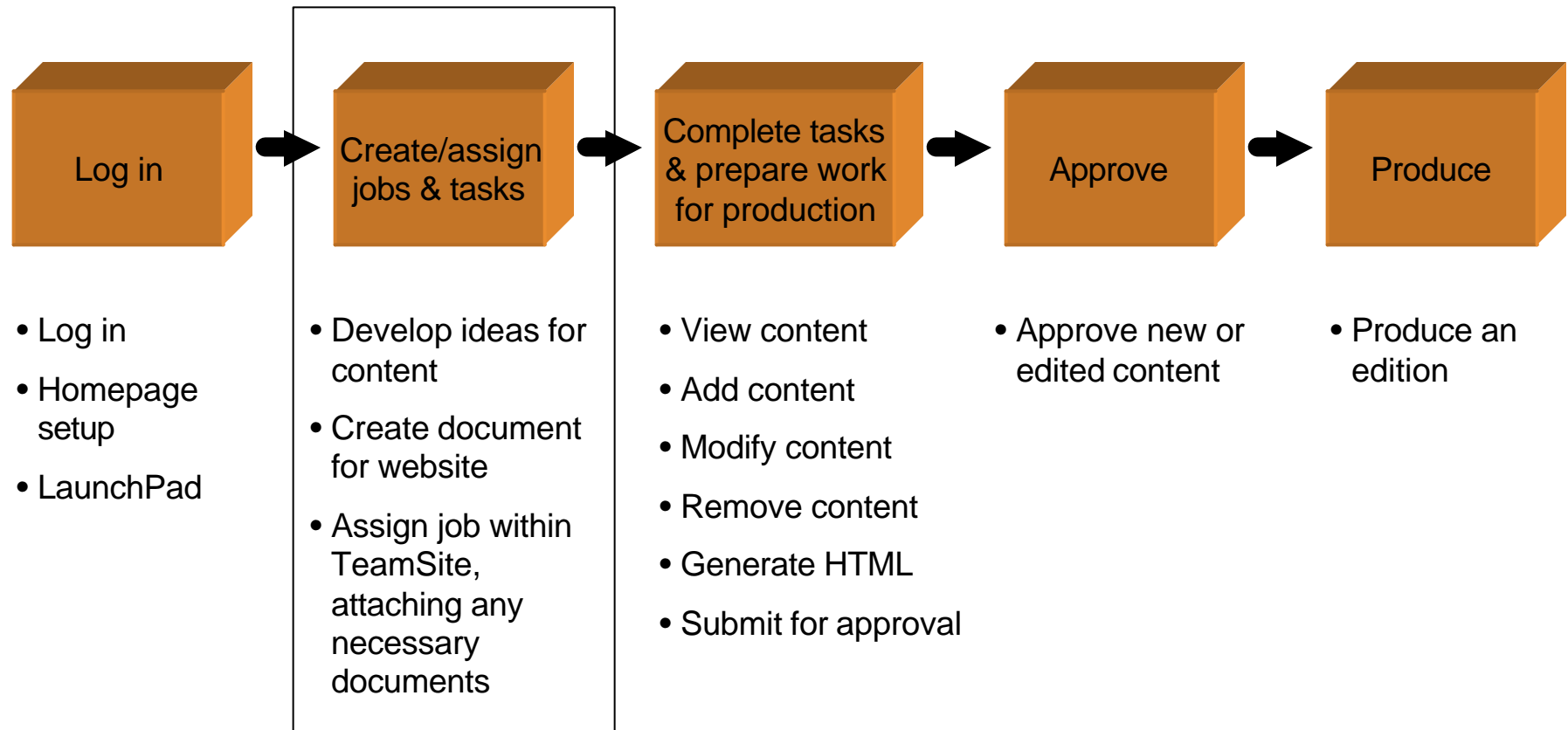
Material is then sent to production:





The Content Management Process

The basic, overall TeamSite cycle is shown below:





Using TeamSite

Within this Content Management process, our roles will include four main components to using TeamSite:

- ↓ Logging in
- ↓ Assigning jobs and tasks
- ↓ Approving work
- ↓ Producing editions



Using TeamSite

Logging In



Log In

- How to log in
- How to set up a homepage
- Installing LaunchPad

↓ Assign jobs and tasks

↓ Approve work

↓ Produce editions



Accessing TeamSite: Logging in

To log into TeamSite, open your Internet browser and type in this address:

*<http://teamsiteservername/iw> **OR** <http://teamsiteservername/iw/launch.html>*

Enter your Login,
Username, and
Password in these
areas.

Then click "Login."

TeamSite - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Discuss

Address <http://170.240.222.200/iw/stat.html> Go Links

Enter your Login, Username, and Password in these areas.

Then click "Login."

Login as: Author

Username: jwauthor

Password: [masked]

Domain: CPI

Login

TeamSite Server: 170.240.222.200
Version: 4.2.0 Build 1405 Interwoven 20000322

Done Internet



Demonstration

Accessing TeamSite:

Logging into TeamSite



What is LaunchPad?

- The first time you log into TeamSite, an application called “LaunchPad” installs automatically
- As you use TeamSite, LaunchPad allows you to specify which editing applications should launch which types of files in TeamSite
- You can specify how you want LaunchPad to interact with your workarea



One-Time LaunchPad Installation

To install LaunchPad:

Windows and Windows/NT users




- When you first log into TeamSite, LaunchPad will automatically download and install onto your computer

Mac users

- You must download LaunchPad before you can install it
- From the **Edit** menu, select **LaunchPad Setup**
- Follow instructions in the Install window



Setting the Home Page

-  The “Home Page” is the default screen you’ll go to each time you open TeamSite.
-  To set your workarea as your home page:
 - Go to your workarea (click on the “workarea” icon)
 - Select: **Edit > Set Homepage**
 - Your workarea is now your homepage
-  This same process can be done on any page to set it as your personal home page.



Setting the Home Page

Select:
Edit > Set Homepage

TeamSite - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Discuss

Address http://170.248.222.200/iw/start.html Go Links »

cp1 author: CPI\vwauthor

File Edit View

Edit

Select All
Select All Files
Clear All

Set Homepage
LaunchPad Setup

Back Home

To Do List: Current Tasks

Job Name (ID): Author Assignment (15705) Job Options

Operation	Task Name (ID)	Description	Date	Owner	Status
Task Options	Author Work (15701)	Author Work	09/20/2000 14:32	CP1 vwauthor	Assigned To Me

Job Name (ID): Author Assignment (15706) Job Options

Operation	Task Name (ID)	Description	Date	Owner	Status
Task Options	Author Work (15706)	Author Work	09/20/2000 14:33	CP1 vwauthor	Assigned To Me

Job Name (ID): Author Assignment (16300) Job Options

Operation	Task Name (ID)	Description	Date	Owner	Status
Task Options	Author Work			CP1	Assigned

Logout

Internet



Using TeamSite

Assigning Jobs and Tasks

↓ Log in

 **Assign jobs and tasks**

- Create a job
- View the To-Do list
- View assigned jobs

↓ Approve work







↓ Produce editions



Jobs & Tasks

↓ Tasks are portions of work performed by a single user. A job is a group of tasks associated with a particular workarea.

↓ We can:

-  Create a job
-  View a task
-  Add files to a task
-  Edit task files
-  Complete task
-  Approve task



Jobs & Tasks

↓ Our main use of jobs and tasks will be to:

- 📄 Create a new job
- 📄 View the To-Do List
- 📄 View assigned jobs

↓ Create a job to request content to be coded for the site

↓ Add files to a task to provide an existing file for the site

↓ Check your To-Do list for progress of assigned tasks



View of Tasks in the To-Do List

TeamSite - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Discuss

Address <http://170.248.222.200/iw/start.html> Go Links >>

cp1 author: CP1\viwauthor

File Edit View

Back Home Refresh Workarea Select All Clear All

To Do List: Current Tasks

Job Name (ID): Author Assignment (15700) Job Options

Operation	Task Name (ID)	Description	Date	Owner	Status
Task Options	Author Work (15701)	Author Work	09/20/2000 14:32	CP1 viwauthor	Assigned To Me

Job Name (ID): Author Assignment (15705) Job Options

Operation	Task Name (ID)	Description	Date	Owner	Status
Task Options	Author Work (15706)	Author Work	09/20/2000 14:33	CP1 viwauthor	Assigned To Me

Job Name (ID): Author Assignment (16300) Job Options

Operation	Task Name (ID)	Description	Date	Owner	Status
	Author Work			CP1	Assigned

Logout

TEAM SITE

Internet



Demonstration

Assign Jobs and Tasks:

Functionality of the To-Do List



Using TeamSite


Assigning Jobs and Tasks

Assign jobs and tasks

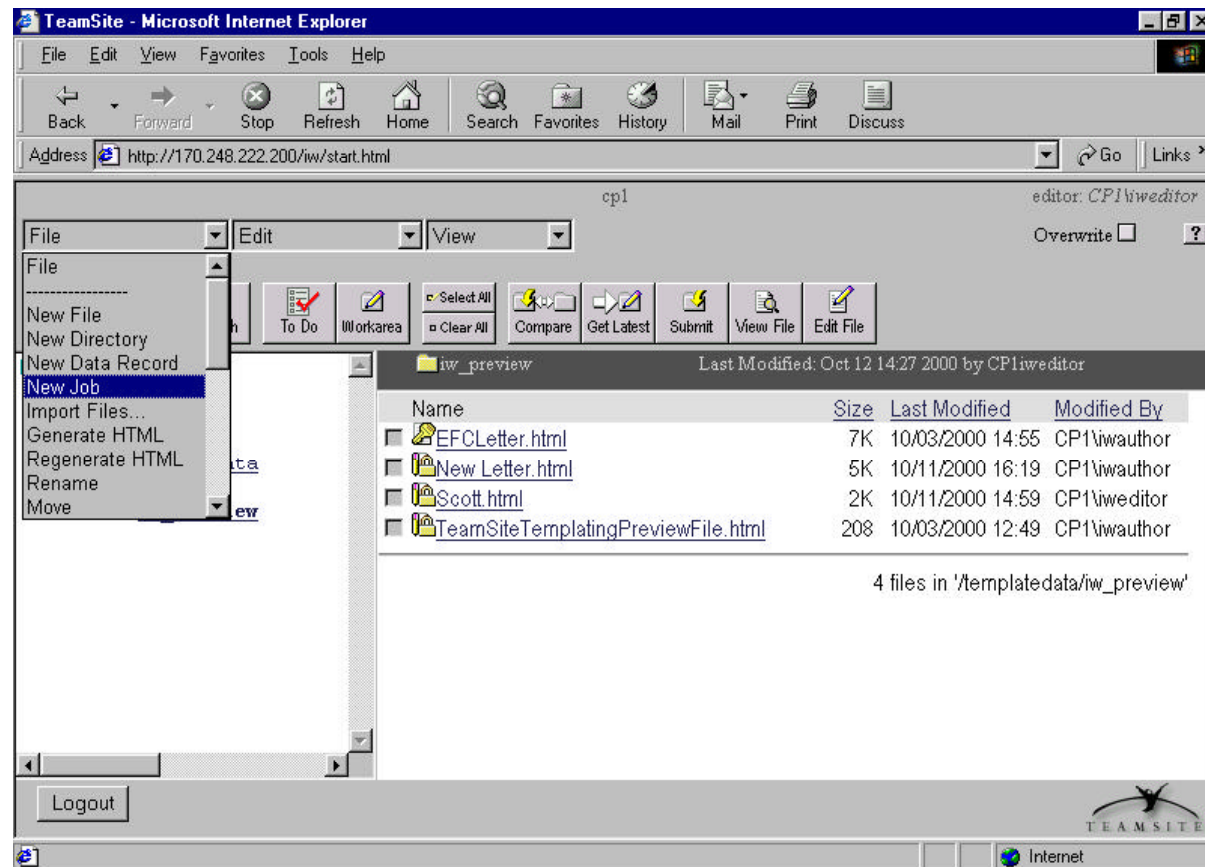
- » **Create a job**
- View the To-Do list
- View assigned jobs



Creating a New Job

 To create a new job, select: **File > New Job**

Select:
File > New Job

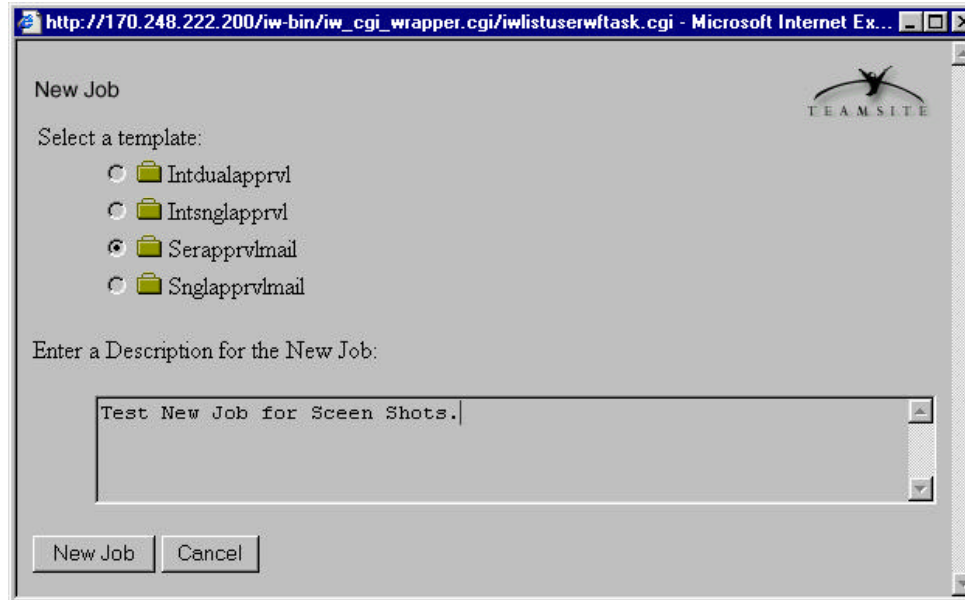




Creating a New Job

 The New Job screen appears. On this screen:

- Select a template
- Enter a description
- Click the New Job button.



http://170.248.222.200/iw-bin/iw_cgi_wrapper.cgi/iwlistuserwftask.cgi - Microsoft Internet Ex...

New Job

TEAM SITE

Select a template:

☐ Intdualapprvl

☐ Intsnlapprvl

☒ Serapprvlmail

☐ Snglapprvlmail

Enter a Description for the New Job:

Test New Job for Sceen Shots.

New Job Cancel



Creating a New Job

 In the New Job Template, enter the required fields.

TeamSite Workflow Template - Microsoft Internet Explorer

New Job Template: *Serapprv\mail*

Run Job Cancel

Developer	<div>Administrator CP1\jwauthor CP1\jwauthor2 SYSTEM domain\user</div>
Task Description	<div>Test New Job for Sceen Shots.</div>
Enter Branch	<div>/default/main/ Training</div>
Enter Workarea	<div>/WORKAREA/ Scott</div>
Channel Approver	<div>Administrator CP1\jweditor CP1\jweditor2 SYSTEM domain\user</div>



Demonstration

Assign Jobs and Tasks:

Creating a New Job



Using TeamSite

Assigning Jobs and Tasks



Assign jobs and tasks

- Create a job
- » **View the To-Do list**
- View assigned jobs



Viewing the Editor To-Do List

- To view the To-Do list, click the To-Do button
- The following screen appears:

The screenshot shows a Microsoft Internet Explorer window titled "TeamSite - Microsoft Internet Explorer". The address bar displays "http://170.248.222.200/ww/start.html". The main content area shows a "To Do List: Current Tasks" section with three job entries. Each entry has a "Job Name (ID): Submit Workflow" and a table of tasks. The tasks are "Submit" (ID 16423, 16426, 16100) with descriptions "submit the files in this task". The status is "Assigned" and the owner is "CP1".

Job Name (ID): Submit Workflow (16422)	Task Name (ID)	Description	Date	Owner	Status
Submit (16423)	Submit	submit the files in this task	09/28/2000 17:26	CP1	Assigned

Job Name (ID): Submit Workflow (16426)	Task Name (ID)	Description	Date	Owner	Status
Submit (16427)	Submit	submit the files in this task	09/28/2000 17:27	CP1	Assigned

Job Name (ID): Submit Workflow (16100)	Task Name (ID)	Description	Date	Owner	Status
Submit	Submit	submit the files in this task		CP1	Assigned



Viewing the Editor To-Do List



To see specifics for each job, select:
Job Options > Job Details

TeamSite - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Discuss

Address http://170.248.222.200/iw/start.html Go Links

cp1 editor: CP1\iweditor

File Edit View

Back Home Refresh Workarea Select All Clear All

To Do List: Current Tasks

Job Name (ID): Submit Workflow (16422)				Job Options
Operation	Task Name (ID)	Description	Date	Job Options
Task Options	Submitt (16423)	submit the files in this task	09/28/2000 17:26	Job Details

Job Name (ID): Submit Workflow (16426)				Job Options	
Operation	Task Name (ID)	Description	Date	Owner	Status
Task Options	Submitt (16427)	submit the files in this task	09/28/2000 17:27	CP1 iweditor	Assigned To Me

Job Name (ID): Submit Workflow (18100)				Job Options	
Operation	Task Name (ID)	Description	Date	Owner	Status
				CP1	Assigned

Logout

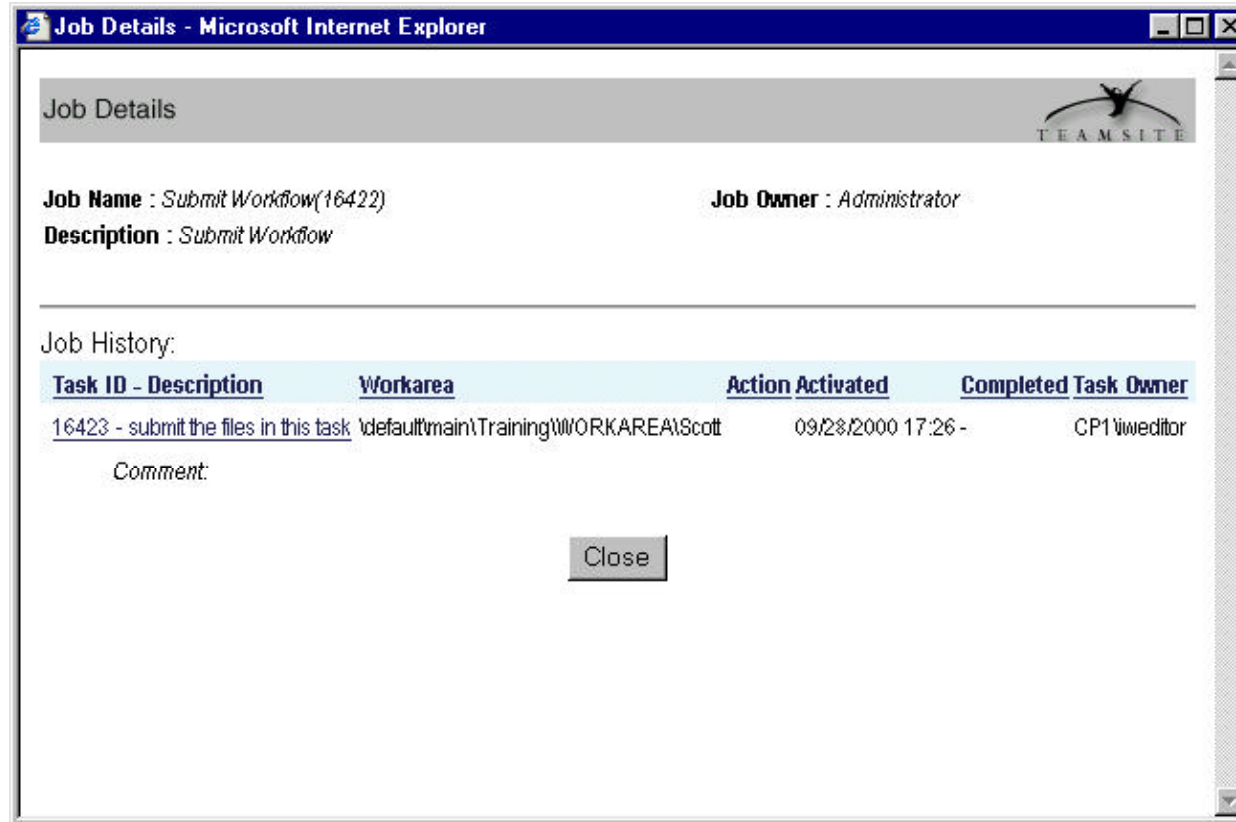
Done Internet

Select:
**Job Options >
Job Details**



Viewing the Editor To-Do List

 The **Job Details** window appears as below:



Job Details

Job Name : *Submit Workflow(16422)* **Job Owner :** *Administrator*

Description : *Submit Workflow*

Job History:

<u>Task ID - Description</u>	<u>Workarea</u>	<u>Action Activated</u>	<u>Completed Task</u>	<u>Owner</u>
16423 - submit the files in this task	\\default\\main\\Training\\WORKAREA\\Scott	09/28/2000 17:26 -		CP1\\iweditor

Comment:

Close



Demonstration

Assign Jobs and Tasks:

Viewing the Editor To-Do List



Using TeamSite

Assigning Jobs and Tasks



Assign jobs and tasks

- Create a job
- View the To-Do list
- » **View assigned jobs**



Viewing New Jobs Assigned by the Editor

- After logging in as an Editor, click the To-Do list
- A screen appears similar to the one below:

TeamSite - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Discuss

Address <http://170.248.222.200/ww/start.html> Go Links

cp1 editor: CP1\vweditor

File Edit View

Back Home Refresh Workarea Select All Clear All

To Do List: Current Tasks

Job Name (ID): Submit Workflow (16422) Job Options

Operation	Task Name (ID)	Description	Date	Owner	Status
Task Options	Submitt (16423)	submit the files in this task	09/28/2000 17:26	CP1 vweditor	Assigned To Me

Job Name (ID): Submit Workflow (16426) Job Options

Operation	Task Name (ID)	Description	Date	Owner	Status
Task Options	Submitt (16427)	submit the files in this task	09/28/2000 17:27	CP1 vweditor	Assigned To Me

Job Name (ID): Submit Workflow (18100) Job Options

Operation	Task Name (ID)	Description	Date	Owner	Status
				CP1	Assigned

Logout

TEAM SITE

Internet



Viewing New Jobs Assigned by the Editor



Select: **View > My Jobs**

Select:
View > My Jobs

TeamSite - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Discuss

Address http://170.248.222.200/iw/start.html Go Links

cp1 editor: CP1Vweditor

File Edit View

Back Home Refresh Workarea

View

- View
- Current Tasks
- Unassigned Tasks
- My Jobs**
- All Jobs
- Home Page
- Workarea
- Refresh

Job Name (ID): Submit Workflow (16422)

Operation Task Name

Task Options Submit

Job Name (ID): Submit Workflow (16426)

Operation Task Name (ID) Description Date Owner Status

Task Options Submit (16427) submit the files in this task 09/28/2000 17:27 CP1 Vweditor Assigned To Me

Job Name (ID): Submit Workflow (18100)

Operation Task Name (ID) Description Date Owner Status

Task Options Submit (18100) submit the files in this task 09/28/2000 17:27 CP1 Vweditor Assigned To Me

Logout

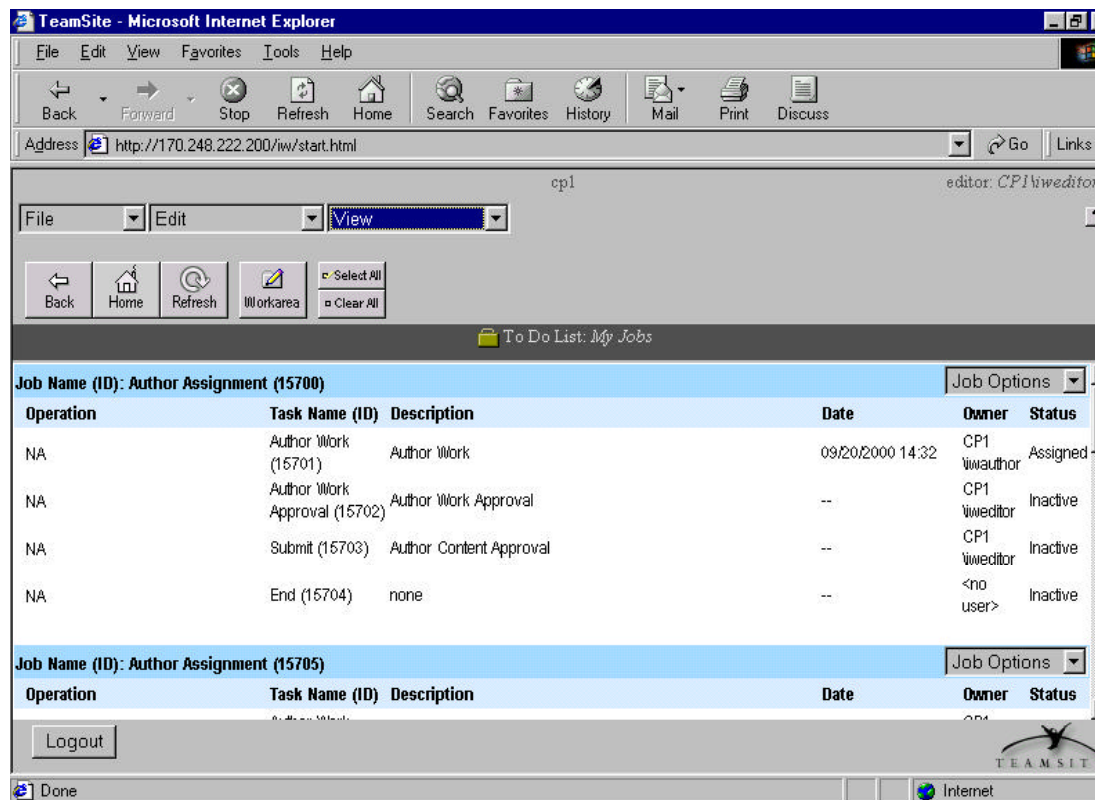
TEAM SITE

Internet



Viewing New Jobs Assigned by the Editor

 A screen appears showing all new jobs created by the editor



TeamSite - Microsoft Internet Explorer

Address: <http://170.248.222.200/iw/start.html>

editor: CP1\iweditor

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Discuss

File Edit View

Back Home Refresh Workarea Select All Clear All

To Do List: My Jobs

Job Name (ID): Author Assignment (15700)					Job Options
Operation	Task Name (ID)	Description	Date	Owner	Status
NA	Author Work (15701)	Author Work	09/20/2000 14:32	CP1\iwauthor	Assigned
NA	Author Work Approval (15702)	Author Work Approval	--	CP1\iweditor	Inactive
NA	Submit (15703)	Author Content Approval	--	CP1\iweditor	Inactive
NA	End (15704)	none	--	<no user>	Inactive

Job Name (ID): Author Assignment (15705)

Job Name (ID): Author Assignment (15705)					Job Options
Operation	Task Name (ID)	Description	Date	Owner	Status

Logout

TEAM SITE

Done Internet



Demonstration

Assign Jobs and Tasks:

Viewing New Jobs Assigned by the Editor



Using TeamSite

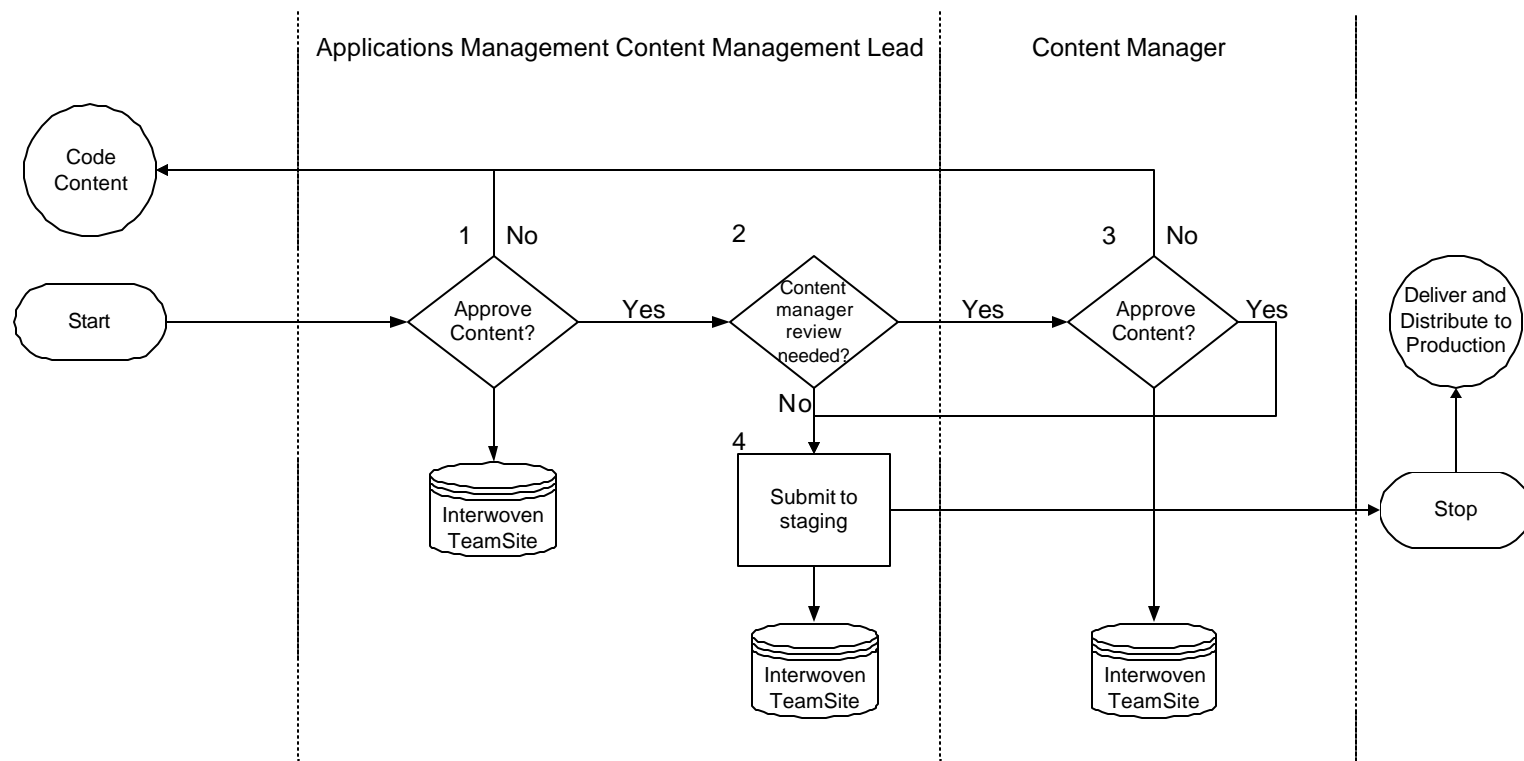
Approving Work

- ↓ Log in
- ↓ Assign jobs and tasks
- 📄 **Approve work**
 - **Process for approval**
- ↓ Produce editions



Reviewing and Approving Work

📄 When work is submitted, it goes through the approval process. The approval process includes these steps:





Using TeamSite

Producing Editions

- ↓ Log in
- ↓ Assign jobs and tasks
- ↓ Approve work
- 📄 **Produce editions**
 - **How to produce an edition**



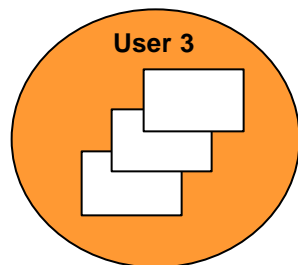
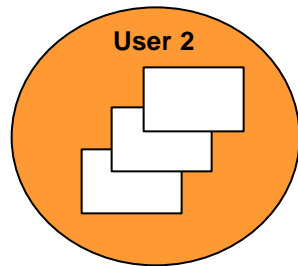
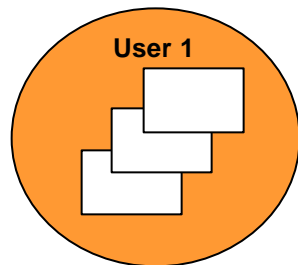
Publishing Editions

- 📄 When all work in the staging area is ready for the website, we publish an edition
- 📄 This may happen on a regularly scheduled basis or as updates are needed
- 📄 Editions are saved like archives, in case we need to revert back to a previous version
- 📄 Once an edition is published, we start work on the next edition
- 📄 Selecting the “**Get Latest**” button each time you log into TeamSite ensures that your workarea has the most recent edition loaded

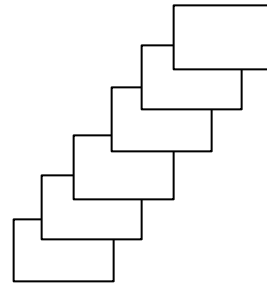
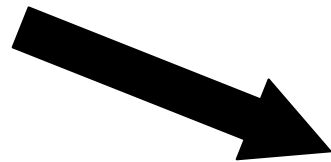


Publishing Editions

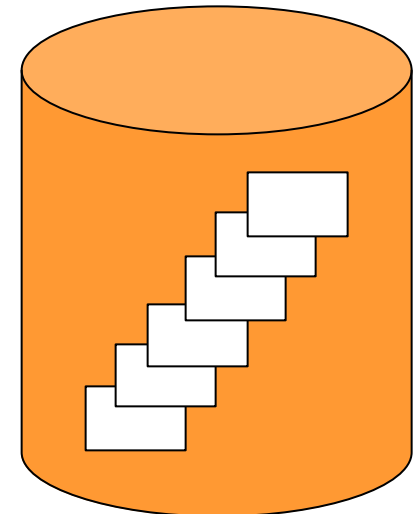
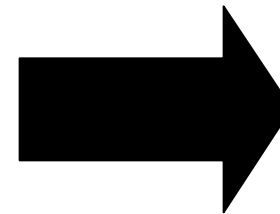
- Work begins in a workarea, moves to the staging area, then is published as an edition



Workareas



Staging Area



Edition



Review & Conclusion

Review

- Content Management Basics
- The Content Management Process
- Using Interwoven TeamSite

Questions

Conclusion